



FOR OFFICE USE ONLY	
CASE NO.:	_____
DATE SUBMITTED:	_____
TIME:	_____
STAFF:	_____

SIGN PERMIT APPLICATION GRAND OPENING SIGNS

MINIMUM SUBMITTAL REQUIREMENTS:

- Sign Permit Fee and Plan Review Fee. **(Refer to the Planning and Development Fee Schedule for all applicable fees)**
- \$61.26 Contractor Registration Fee and complete Application for Contractor Registration (if applicable). A sign permit will not be issued without a contractor registered with the City of College Station.
- Application completed in full. This application form provided by the City of College Station must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- One (1) copy of sign graphic.
- One (1) copy of site plan.
- The attached Grand Opening Sign Checklist with all items addressed.

Proposed two-week display period _____

(Must be within 60 days of granting the initial CO, change in the use, or a change in the name of the business).

Project Manager Approval: _____

NAME OF PROJECT _____

ADDRESS _____

Description of all items proposed (e.g., flags, banners, balloons, wind-driven devices, etc.):

APPLICANT / PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

CONTRACTOR'S INFORMATION:

Name _____

Street Address _____

Phone Number _____ Fax Number _____

Current zoning _____

Present use of property _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature and title

Date

GRAND OPENING SIGN PERMIT CHECKLIST

- PLEASE NOTE:**
- 1) Sign must be attached to face of building
 - 2) Grand Opening Signs shall be allowed for a maximum 14-day period per permit.

The following are needed in all districts for a Grand Opening Sign Permit:

1. Sign Graphics - Be sure to include to engineering scale:
 - Square footage of the sign.
 - Pictures or graphics that show where the sign will be placed.
 - Shall be mounted parallel to the face of the building
 - Shall not be cantilevered away from the structure.
 - Shall not extend more than one foot from any exterior building face, mansard, awning, or canopy.
 - Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.

Shall not be attached to any tree, fence, or public utility pole.
2. Site Plan - Be sure to include to engineering scale:
 - Scale of all grand opening signs (includes flags, balloons, etc.).
 - Distance from the ROW to the proposed signs (minimum of ten (10) feet).
 - Location of all grand opening signs.